

65-4027

15 July 1965

MEMORANDUM FOR: Director of Personnel

Emmett:

It seems to me that letters prepared for the Director's signature on the occasion of an employee's retirement or death are of such a nature that they should be handled expeditiously and need not be reviewed after they leave the Office of Personnel.

Accordingly, in the future the Executive Registry will send all such letters directly to the Director for signature. If the Director should be dissatisfied with any of them, it will be immediately brought to my attention. (I suggest that the Deputy Director for Support might also forego the review of these letters.)

/s/
L. K. White

cc: Deputy Director for Support
Executive Assistant to the DCI
✓ Executive Registry